

ADMINISTRATIVE REPORT FOR THE MONTH OF FEBRUARY 2011

➤ **Financial Report YTD FEBRUARY 2011**

- General Funds Balance \$683,655; Restricted Funds Balance \$2,465,124
- General Revenue \$461,527; Budget \$401,072; 115.07% of budget
- General Expenses \$286,689; Budget \$401,072; 71.48% of budget
- Restricted Revenue \$112,956; Budget \$132,085; 85.52% of budget
- Restricted Expenses \$405,290; Budget \$531,450; 76.26% of budget
- Grant Expenses \$14,249; Budget \$18,805; 75.77% of budget
- Total Assets \$3,157,282
- Total Liabilities \$9,124

Notes:

- Transfer tax received in Feb was from Coventry's first sale; \$4,558.
- Redemption of Artisans' Bank Certificate of Deposit in the amount of \$102,767.06; opened new at First Shore Federal in the same amount for 60 months @ 1.99%.
- Eric issued 5 building permits in the amount of \$13,620.25. (report attached)

➤ **Administrative Department**

- I received a call from Cleon L. Cauley, Sr., Deputy Secretary for the Delaware Department of Transportation, stating he had all of the letters that the Town has written to the former Secretary Wicks regarding the property across the street from Town Hall. I reviewed with him the letter to Ms. Wicks dated 1/4/11 and explained to him our disappointment in the department regarding the signage of the "Declaration of Restrictions" over to the United States Department of the Army Corps of Engineers without the Town's knowledge. I've attached a copy of that letter for our new Council members. Mr. Cauley stated to me that he was currently talking with the Planning Dept. and would get back to me within 10-14 days with a decision.
- I met with Mr. David Smith, Marketing Specialist II, and Department of Agriculture, to discuss starting up a Farmers Market on the Town's property along the fencing. This issue has been brought to Council by our former Mayor. I will be attending a summit in Dover on this same issue 3/25 and will bring my findings to Council.

- I requested from Chief Ken McLaughlin of the Ocean View Police Dept., a grid that housed all calls for assistance from the Delaware State Police for the past 3 years to the OV Dept. I have only completed the year 2010 and found that out of 210 calls for the OV Dept. to assist the State Police in our area; only 10 were actually in the Town limits of Millville. That percentage is 4.76. I'll continue to work on the years 2009 & 2008.
- Windhurst Manor has resumed construction again.
- Beazer Homes will be submitting to Planning & Zoning, a revised site plan for the Barrington Park development in April.

Respectfully submitted,
Deborah Botchie
Town Manager